Brigade S-1 Operations Course

Human Resources System Week

Army Personnel Office Functi

Platform Electronic Military Personnel Office (eMILPO)

April 2016

eMILPO Training Database Checklist

Dashboard is the preferred log-on and allows TDD to track system usage

eMILPO

Dashboard
Login:
https://ako.ssi.tradoc.army.mil/TDD/CTETD/ETB/TI/HRES/SitePages/HR-Enabling-Systems.aspx

URL: Use the student HR System Enabling portal in Blackboard
Student Password: Trng@Class#xxxx
Instructor Password: Instruct@#!xxxx

Terminal Learning Objective

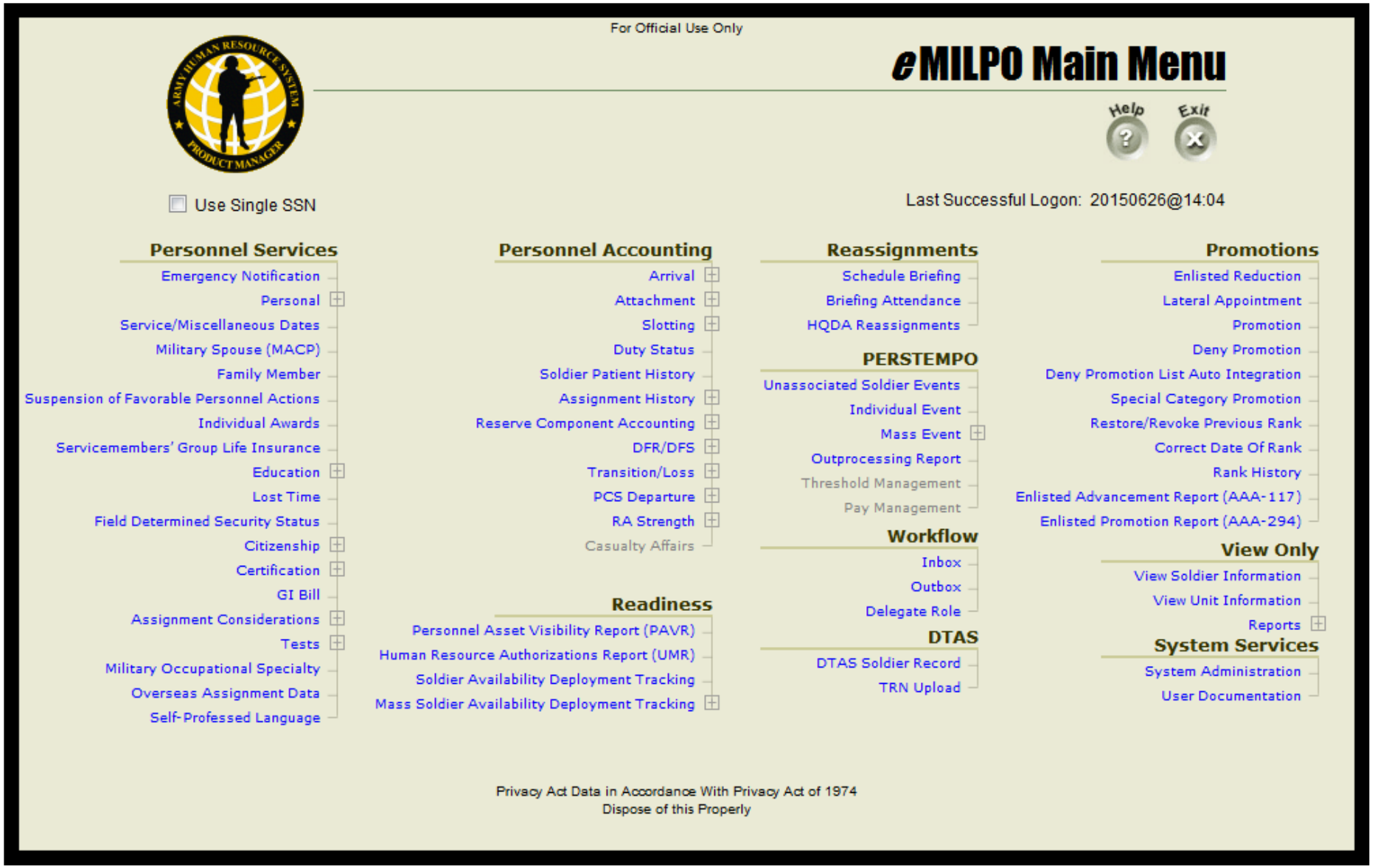
ACTION: Perform eMILPO Functions

CONDITIONS: In a classroom environment, given access to (FM 1.0) Human Resources Support, (ATP 1-0.01) G-1/AG and S-1 Operations, The Electronic Military Personnel Office Field User's Guide, Version 4.7, access for the eMILPO Training Database and awareness of Operational Environment (OE) variables and actors.

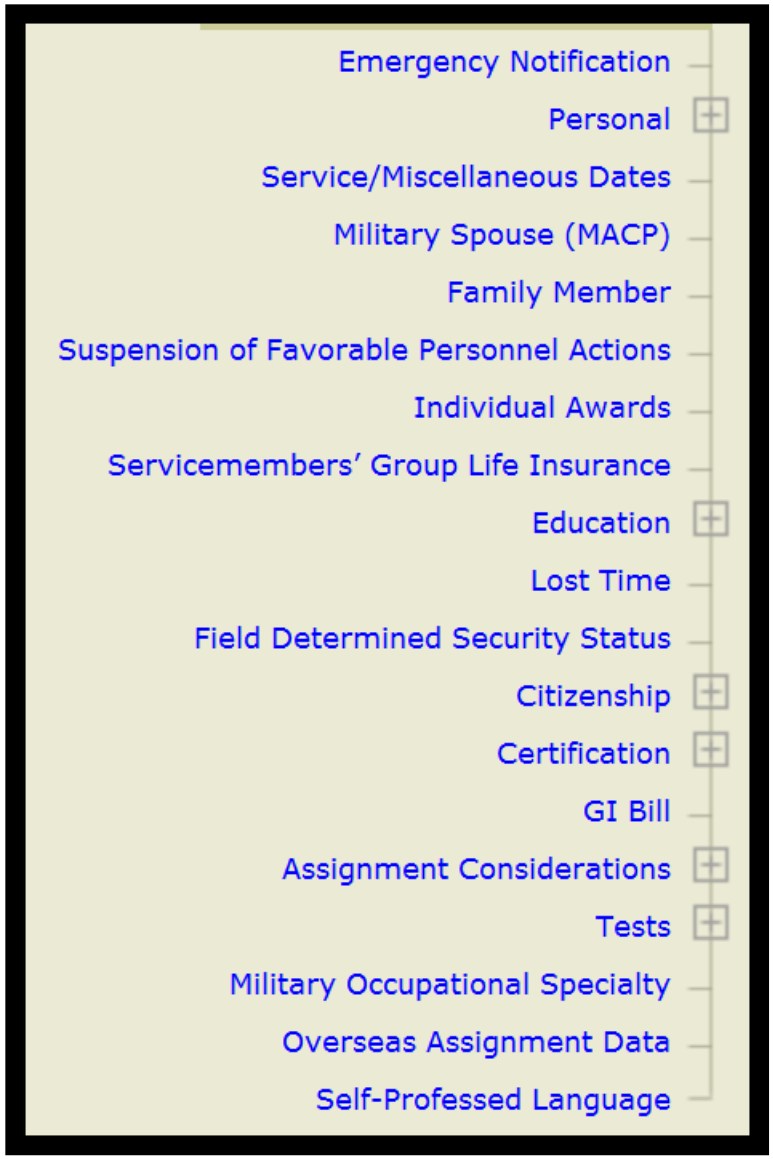
STANDARDS: To meet the standard the student must obtain a score of 80% or higher on a performance- based exam, that includes the following learning activities:

1. Process Personnel Services transactions
2. Process Personnel Accounting transactions
3. Process a Promotion transaction
4. Process a PERSTEMPO transaction
5. Process a Readiness transaction

eMILPO Main Menu



Personnel Services



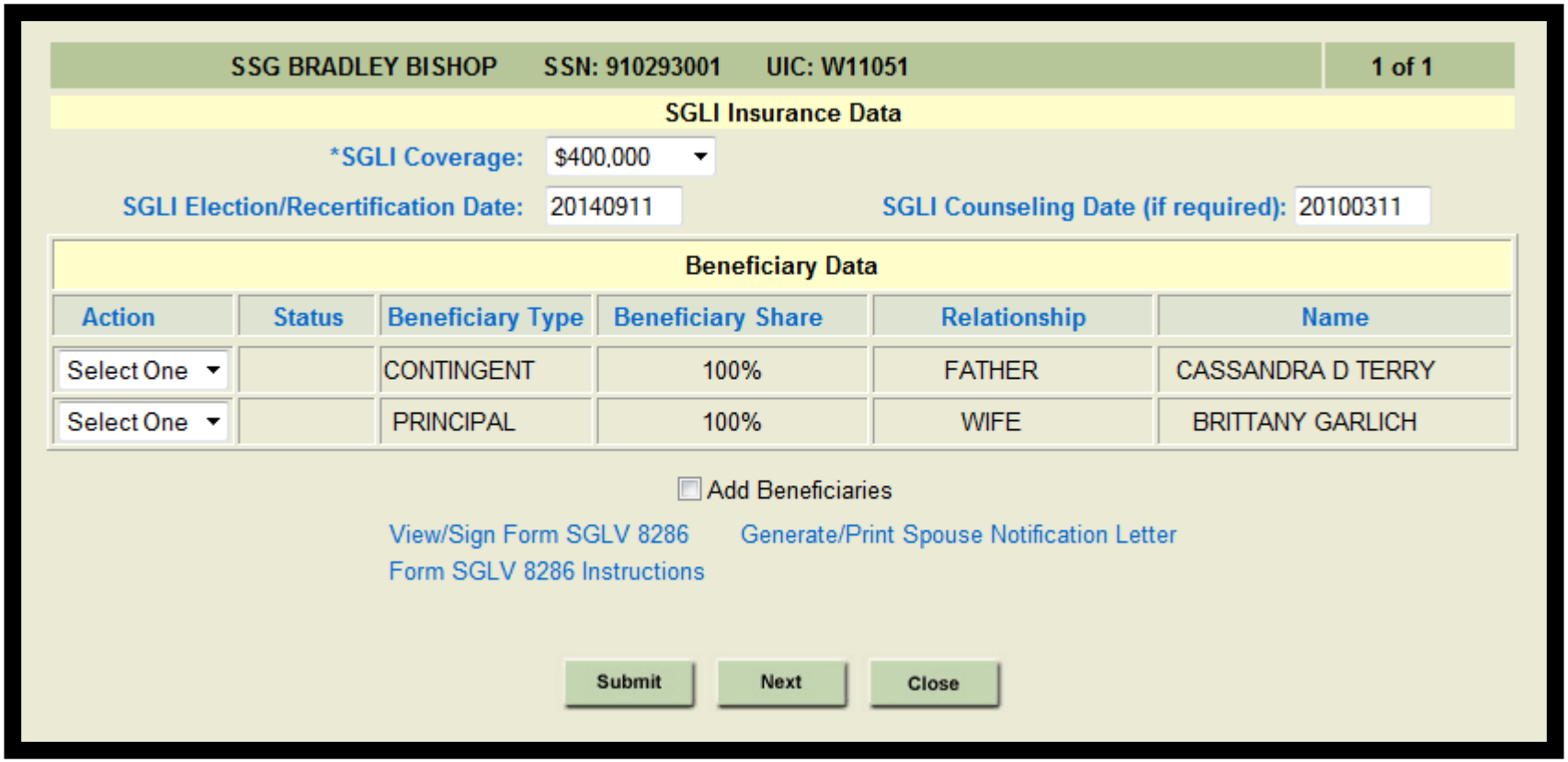
Suspension of Favorable Personnel Action-Soldier Data

For Official Use Only
Suspension of Favorable Personnel Actions - Soldier Data
Menu
Help
Print
Exit
This page allows the user to initiate SFPA flags for the selected soldier. Please enter or select the requested data. (*) denotes a required field.
Click "Save" to save the current record. Click "Next" to proceed without saving.
Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.
SPC MANUEL JIMENEZ SSN: 910125801 UIC: WV1001 Action: Add
1 of 1
*Flag Reason:
Select One
*Effective Date:
Expiration Date:
Remarks:
Initiate Additional SFPA Flags
Save
Reset
Next
Close

Individual Awards-Listing

For Official Use Only
Individual Awards - Listing
Menu
Help
Print
Exit
This page displays the individual awards recorded for the selected soldier. The user can update or remove an existing award by selecting the Action in the corresponding picklist. Check the corresponding checkbox to add an award or to update medal eligibility dates.
Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.
PFC AARON KIDD SSN: 910366905 UIC: W21005
1 of 1
Action
Status
Award Type
Effective Date
Select One
NATIONAL DEF SVC MEDAL
20090720
Select One
USA SVC RBN
20090930
Add Individual Award
Update Medal Eligibility Dates
Submit
Next
Close

Servicemember's Group Life Insurance



Emergency Notification

Date Prepared: 20141103 Date Verified: 20141103

PFC INSOON HOAGLAND SSN: 910136201 UIC: WK1001 1 of 1

Action	Status	Category	Name	Beneficiary Share
Select One		SPOUSE	KENDALL L TERRY	
Select One		CHILDREN/WARD	THOMAS DANIEL BOWEN (ENGLISH)	
Select One		FATHER	KELE LAFITAGA	
Select One		MOTHER	CASSANDRA D TERRY	
Select One		INSURANCE	NONE	
Select One		ADDITIONAL EMERGENCY INFORMATION/PADD	KELE LAFITAGA	
Select One		BENEFICIARIES FOR DEATH GRATUITY	KELE LAFITAGA	100
Select One		BENEFICIARIES FOR UNPAID PAY/ALLOWANCES	KELE LAFITAGA	100

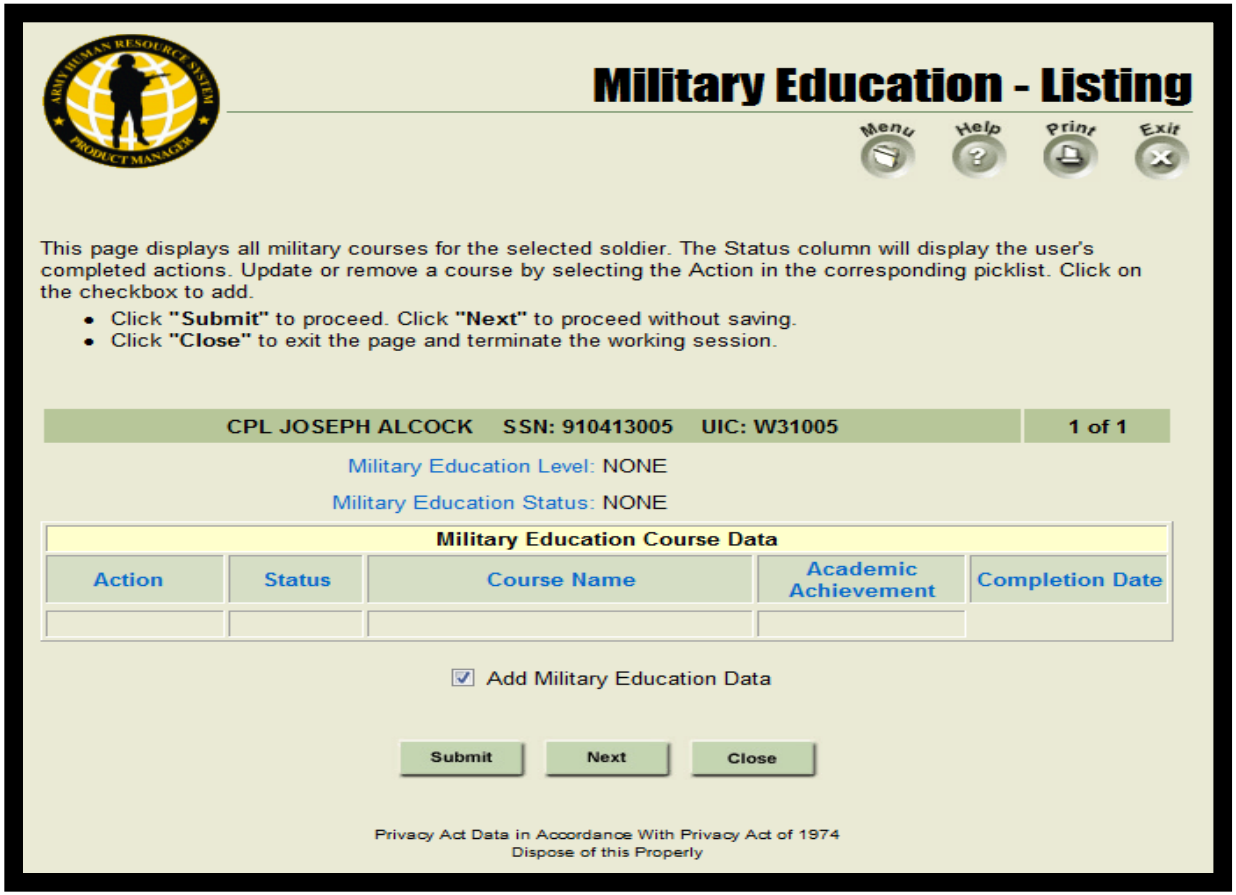
View/Sign DD FORM 93 DD FORM 93 Instructions Generate/Print Spouse Notification Letter

Add Emergency Notification Category: Select One

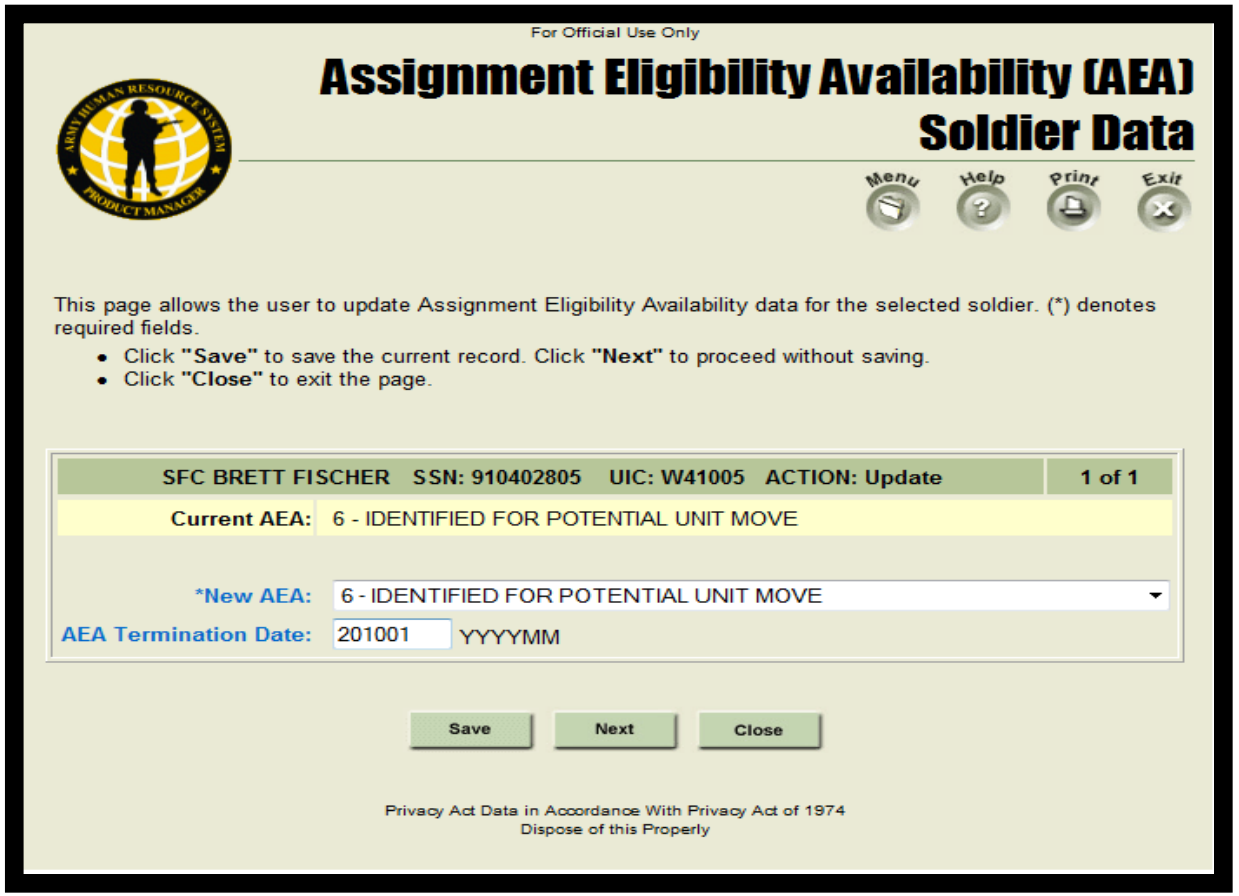
Submit Next Close

Privacy Act Data in Accordance With Privacy Act of 1974
Dispose of this Properly

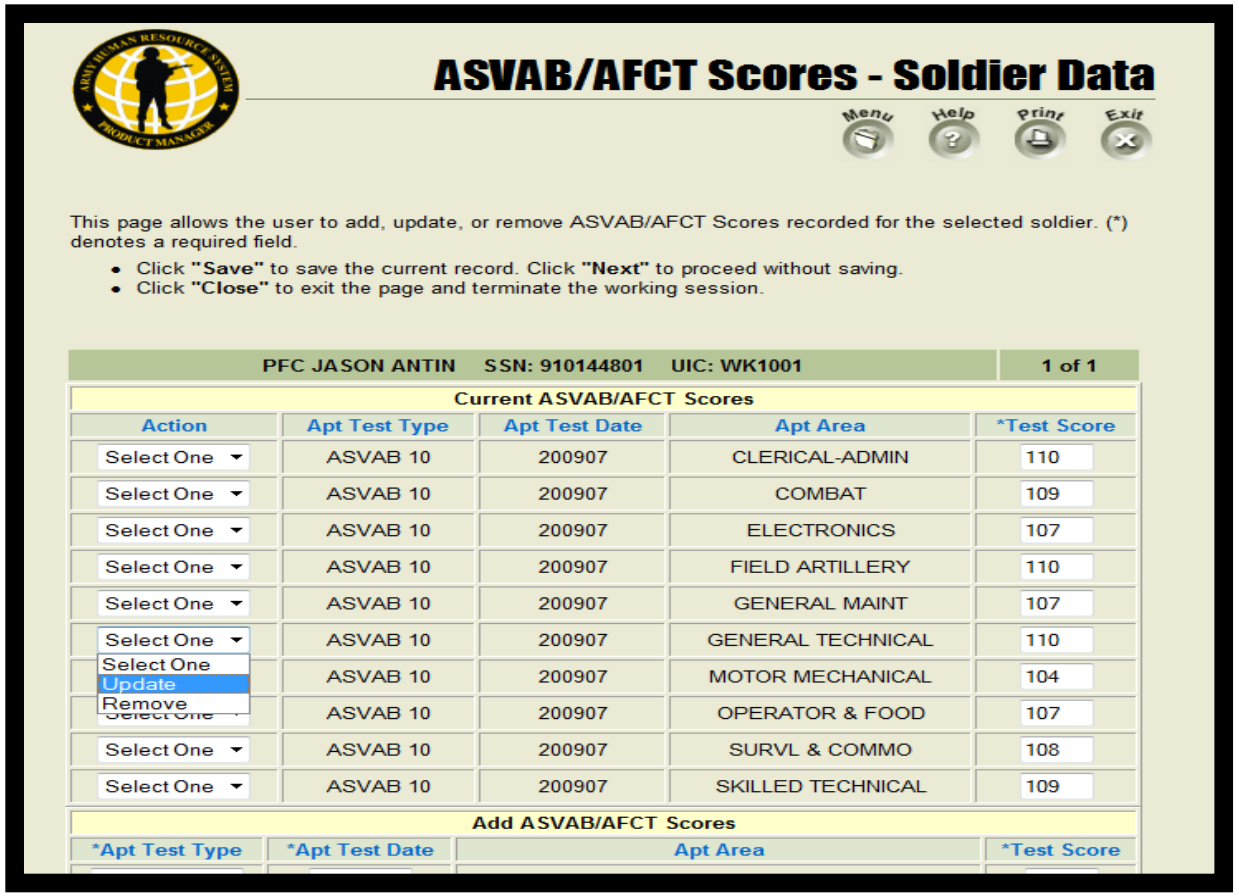
Military Education-Listing


Military Education - Listing
Menu
Help
Print
Exit
This page displays all military courses for the selected soldier. The Status column will display the user's completed actions. Update or remove a course by selecting the Action in the corresponding picklist. Click on the checkbox to add.
Click "Submit" to proceed. Click "Next" to proceed without saving.
Click "Close" to exit the page and terminate the working session.
CPL JOSEPH ALCOCK SSN: 910413005 UIC: W31005
1 of 1
Military Education Level: NONE
Military Education Status: NONE
Military Education Course Data
Action
Status
Course Name
Academic Achievement
Completion Date
Add Military Education Data
Submit
Next
Close
Privacy Act Data in Accordance With Privacy Act of 1974
Dispose of this Properly

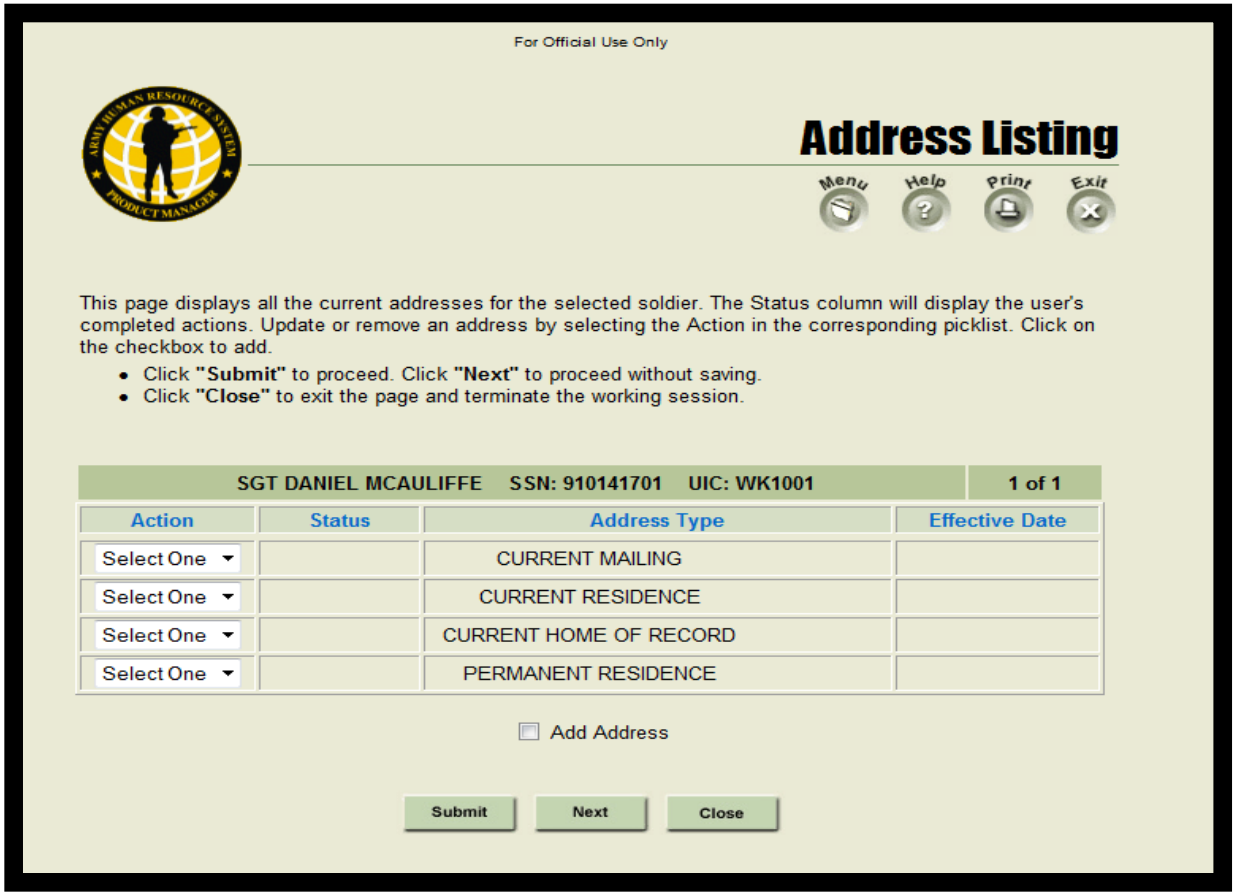
Assignment Eligibility Availability (AEA)
Soldier Data


For Official Use Only
Assignment Eligibility Availability (AEA)
Soldier Data
Menu
Help
Print
Exit
This page allows the user to update Assignment Eligibility Availability data for the selected soldier. (*) denotes required fields.
Click "Save" to save the current record. Click "Next" to proceed without saving.
Click "Close" to exit the page.
SFC BRETT FISCHER SSN: 910402805 UIC: W41005 ACTION: Update
1 of 1
Current AEA:
6 - IDENTIFIED FOR POTENTIAL UNIT MOVE
*New AEA:
6 - IDENTIFIED FOR POTENTIAL UNIT MOVE
AEA Termination Date:
201001
YYYYMM
Save
Next
Close
Privacy Act Data in Accordance With Privacy Act of 1974
Dispose of this Properly

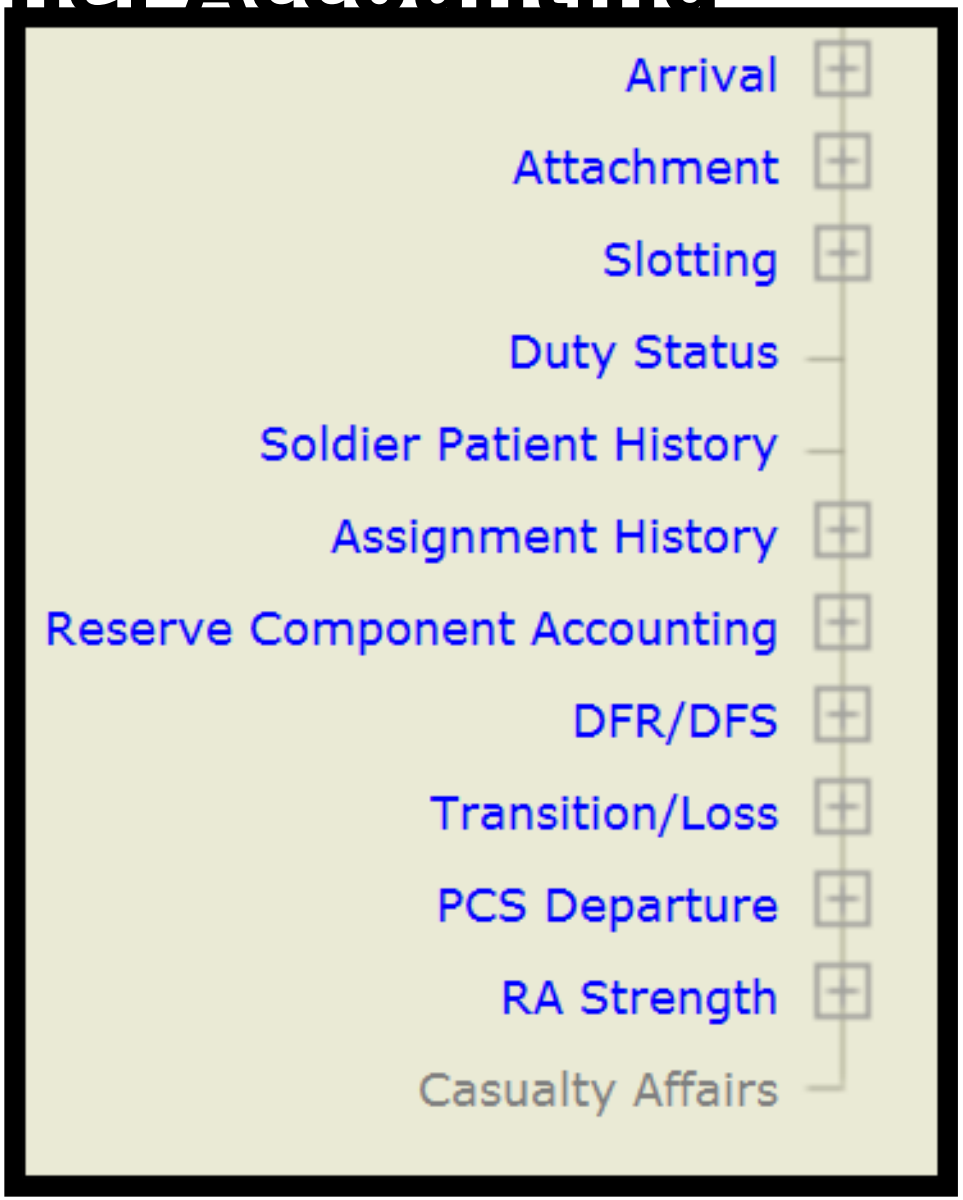
Tests-ASVAB/AFCT Scores General Technical (GT)


ASVAB/AFCT Scores - Soldier Data
Menu
Help
Print
Exit
This page allows the user to add, update, or remove ASVAB/AFCT Scores recorded for the selected soldier. (*) denotes a required field.
Click "Save" to save the current record. Click "Next" to proceed without saving.
Click "Close" to exit the page and terminate the working session.
PFC JASON ANTIN SSN: 910144801 UIC: WK1001
1 of 1
Current ASVAB/AFCT Scores
Action
Apt Test Type
Apt Test Date
Apt Area
*Test Score
Select One
Update
Remove
ASVAB 10 200907 CLERICAL-ADMIN 110
ASVAB 10 200907 COMBAT 109
ASVAB 10 200907 ELECTRONICS 107
ASVAB 10 200907 FIELD ARTILLERY 110
ASVAB 10 200907 GENERAL MAINT 107
ASVAB 10 200907 GENERAL TECHNICAL 110
ASVAB 10 200907 MOTOR MECHANICAL 104
ASVAB 10 200907 OPERATOR & FOOD 107
ASVAB 10 200907 SURVL & COMMO 108
ASVAB 10 200907 SKILLED TECHNICAL 109
Add ASVAB/AFCT Scores
*Apt Test Type
*Apt Test Date
Apt Area
*Test Score

Personal

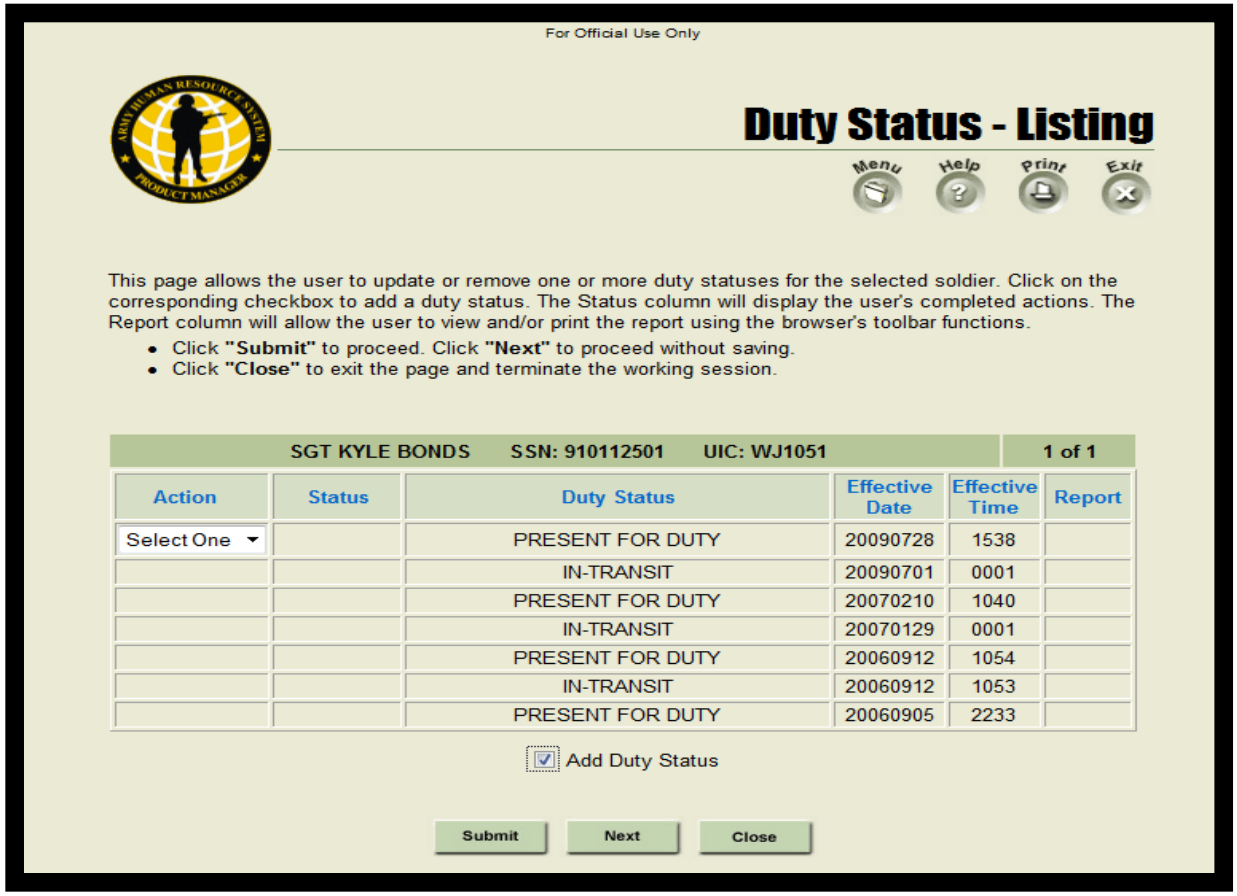

For Official Use Only
Address Listing
Menu
Help
Print
Exit
This page displays all the current addresses for the selected soldier. The Status column will display the user's completed actions. Update or remove an address by selecting the Action in the corresponding picklist. Click on the checkbox to add.
Click "Submit" to proceed. Click "Next" to proceed without saving.
Click "Close" to exit the page and terminate the working session.
SGT DANIEL MCAULIFFE SSN: 910141701 UIC: WK1001
1 of 1
Action
Status
Address Type
Effective Date
Select One
CURRENT MAILING
Select One
CURRENT RESIDENCE
Select One
CURRENT HOME OF RECORD
Select One
PERMANENT RESIDENCE
Add Address
Submit
Next
Close

Personnel Accounting

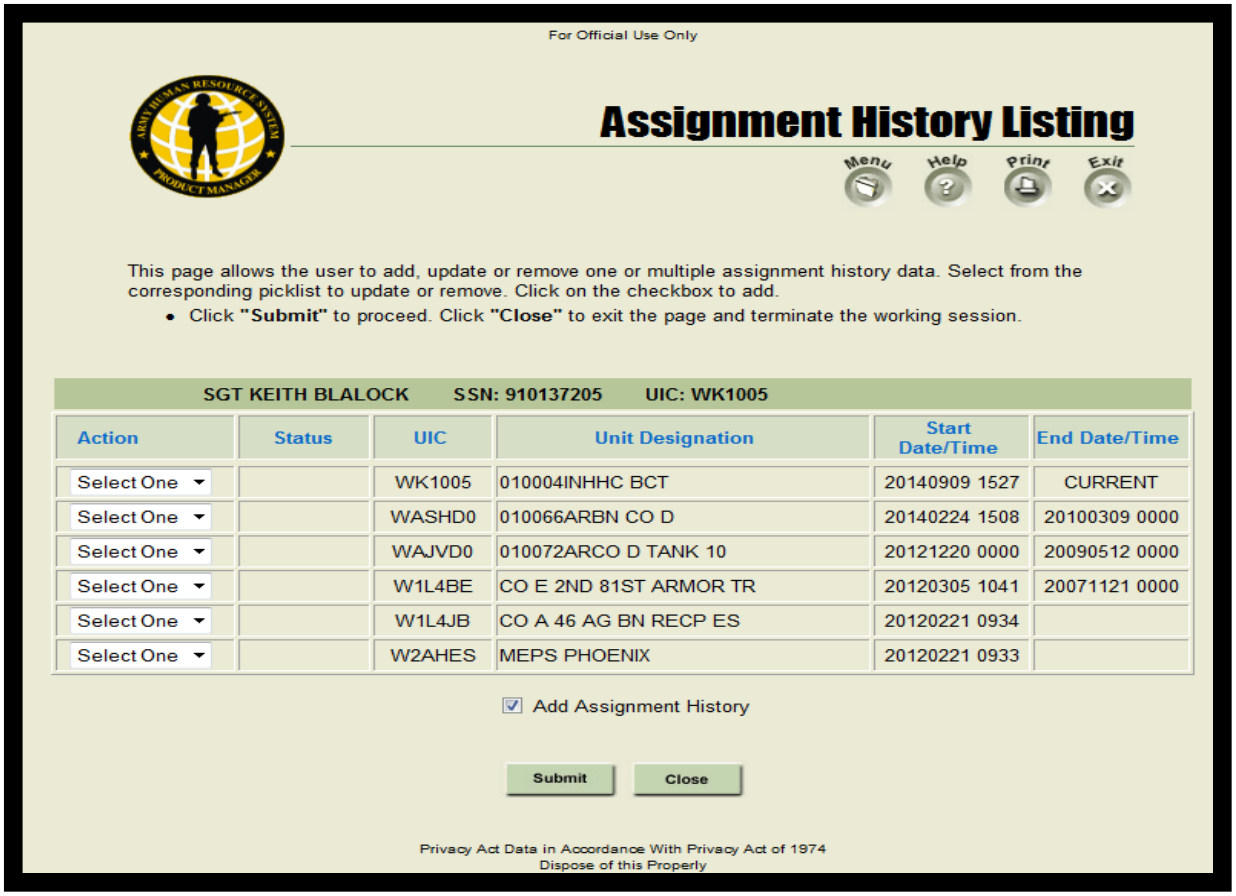


Slotting-Filter Criteria

Duty Status-Soldier Data


For Official Use Only
Duty Status - Listing
Menu
Help
Print
Exit
This page allows the user to update or remove one or more duty statuses for the selected soldier. Click on the corresponding checkbox to add a duty status. The Status column will display the user's completed actions. The Report column will allow the user to view and/or print the report using the browser's toolbar functions.
Click "Submit" to proceed. Click "Next" to proceed without saving.
Click "Close" to exit the page and terminate the working session.
SGT KYLE BONDS SSN: 910112501 UIC: WJ1051
1 of 1
Action
Status
Duty Status
Effective Date
Effective Time
Report
Select One
PRESENT FOR DUTY 20090728 1538
IN-TRANSIT 20090701 0001
PRESENT FOR DUTY 20070210 1040
IN-TRANSIT 20070129 0001
PRESENT FOR DUTY 20060912 1054
IN-TRANSIT 20060912 1053
PRESENT FOR DUTY 20060905 2233
Add Duty Status
Submit
Next
Close

Assignment History Listing



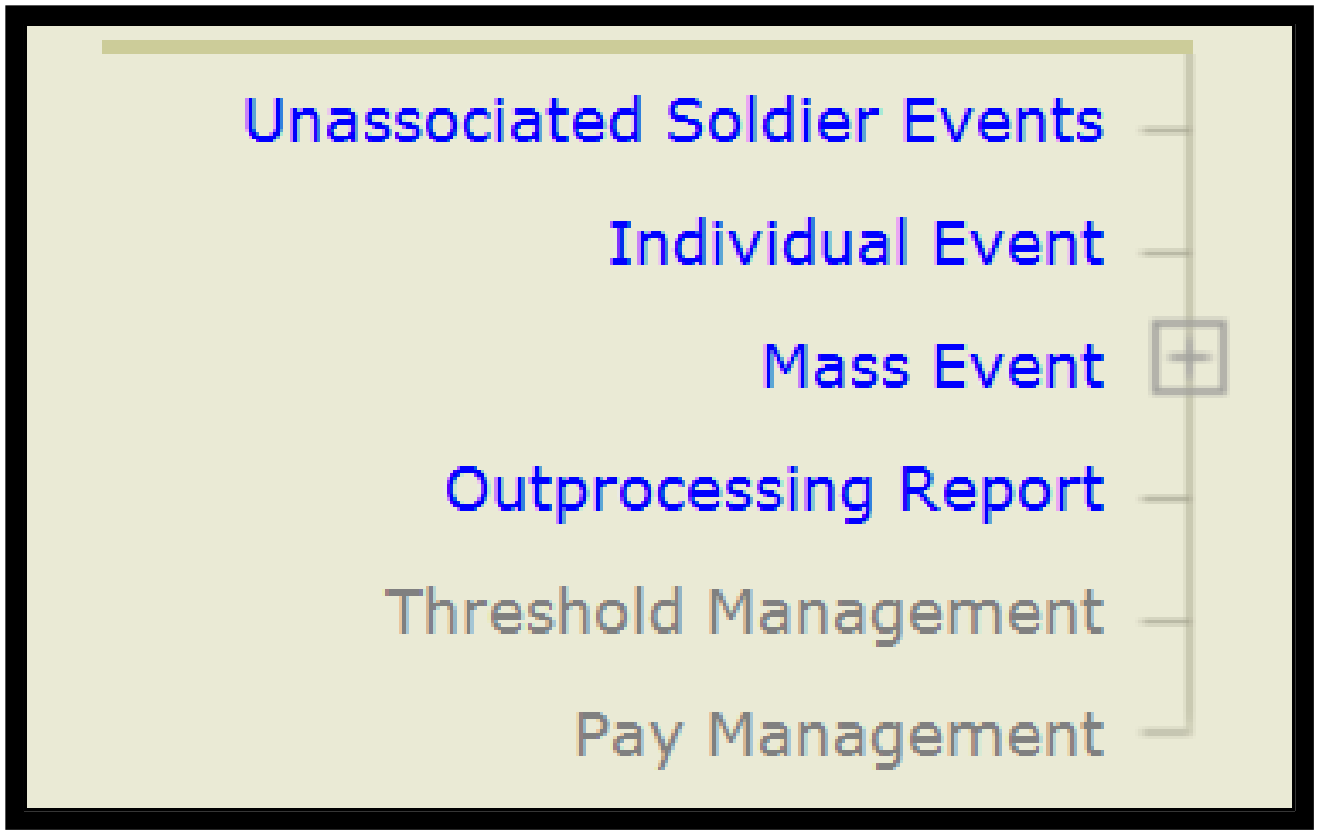
Promotions

Enlisted Reduction
Lateral Appointment
Promotion
Deny Promotion
Deny Promotion List Auto Integration
Special Category Promotion
Restore/Revoke Previous Rank
Correct Date Of Rank
Rank History
Enlisted Advancement Report (AAA-117)
Enlisted Promotion Report (AAA-294)

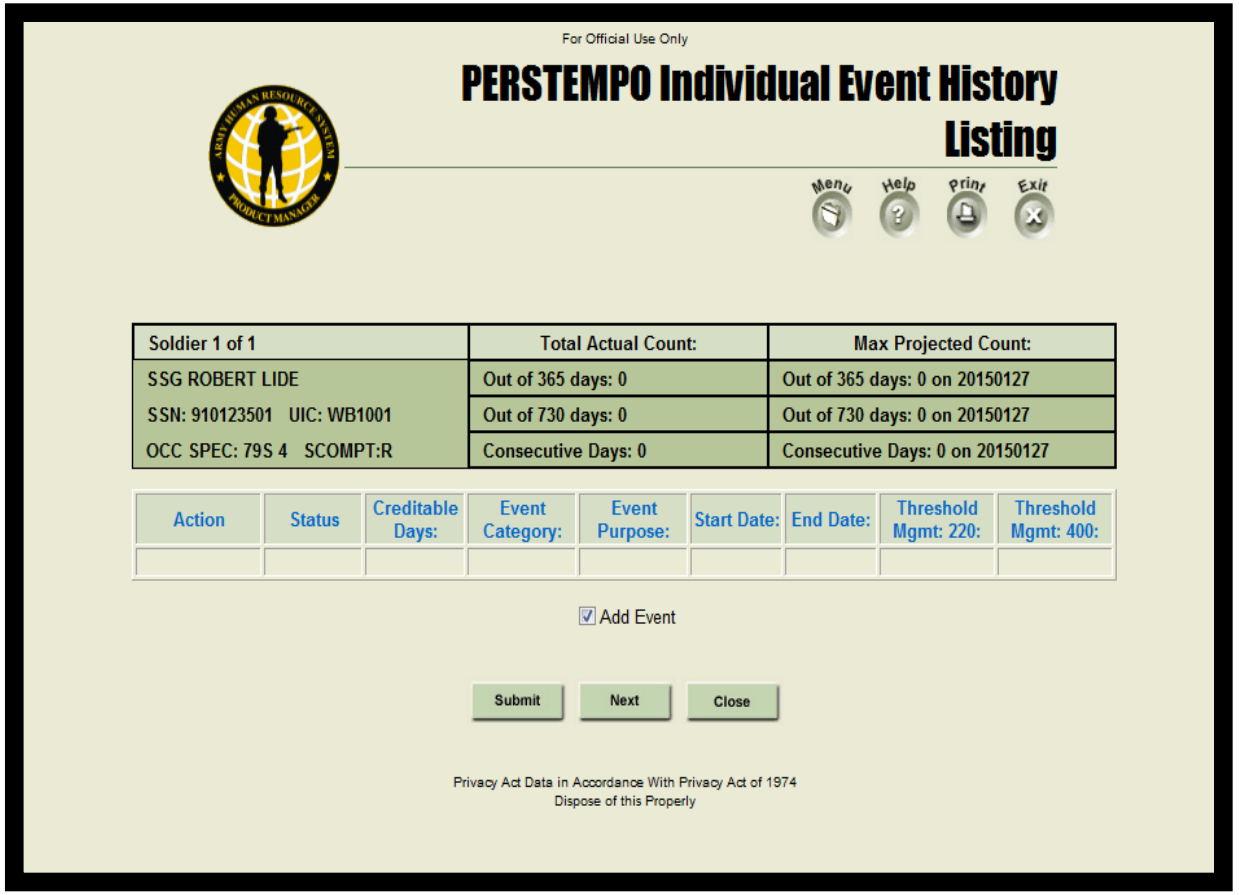
Promotions
Enlisted Reductions – Soldier Selection

For Official Use Only
Enlisted Reductions - Soldier Selection
Menu
Help
Print
Exit
This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.
Search Criteria:
Select One
ADD
DEL
Selected Criteria:
Assigned Soldiers
Attached Soldiers
Search
Reset
Cancel

PERSTEMPO


Unassociated Soldier Events
Individual Event
Mass Event
Outprocessing Report
Threshold Management
Pay Management

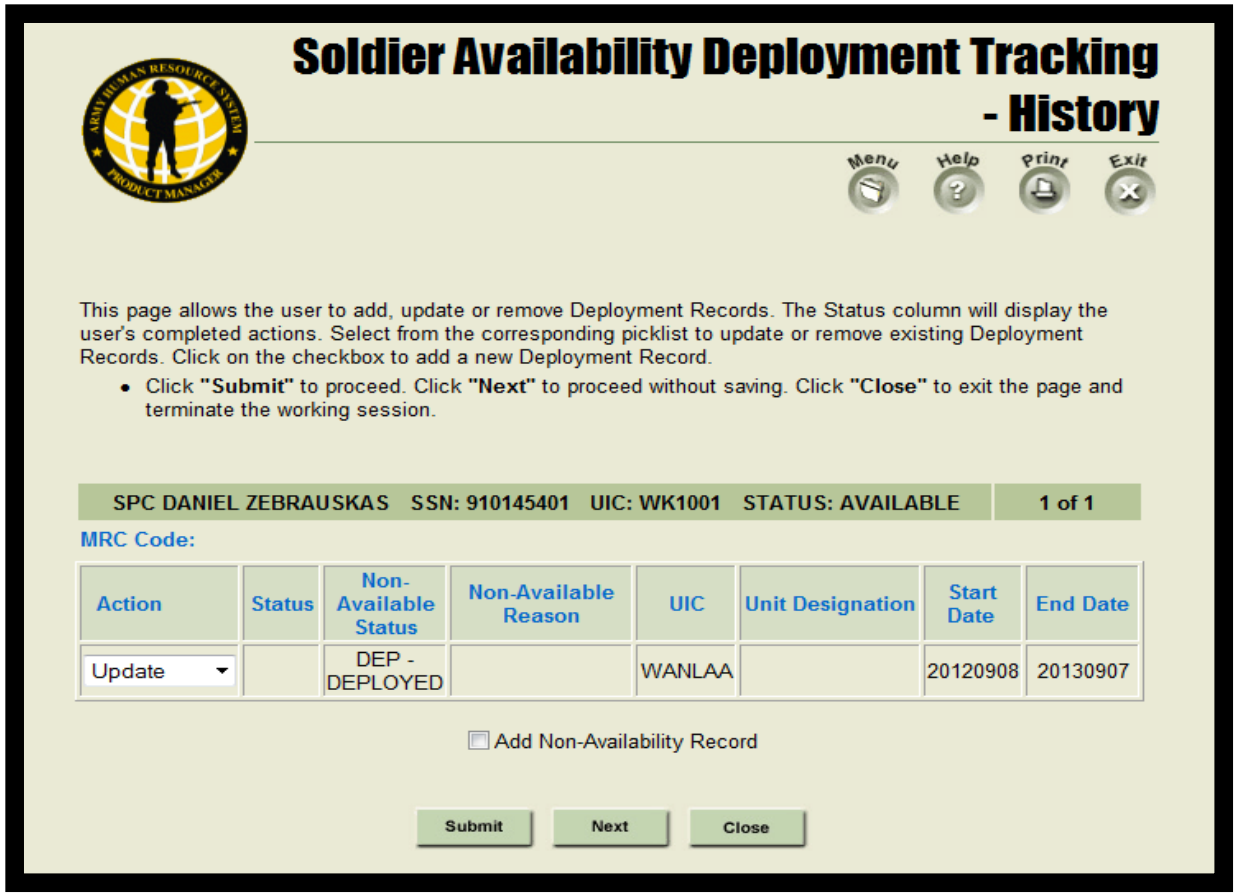
PERSTEMPO


For Official Use Only
PERSTEMPO Individual Event History Listing
Menu
Help
Print
Exit
Soldier 1 of 1
SSG ROBERT LIDE
SSN: 910123501 UIC: WB1001
OCC SPEC: 79S 4 SCOMPT:R
Total Actual Count:
Out of 365 days: 0
Out of 730 days: 0
Consecutive Days: 0
Max Projected Count:
Out of 365 days: 0 on 20150127
Out of 730 days: 0 on 20150127
Consecutive Days: 0 on 20150127
Action
Status
Creditable Days:
Event Category:
Event Purpose:
Start Date:
End Date:
Threshold Mgmt: 220:
Threshold Mgmt: 400:
Add Event
Submit
Next
Close
Privacy Act Data in Accordance With Privacy Act of 1974
Dispose of this Properly

READINESS

Personnel Asset Visibility Report (PAVR)
Human Resource Authorizations Report (UMR)
Soldier Availability Deployment Tracking
Mass Soldier Availability Deployment Tracking

Soldier Availability Deployment Tracking History


Soldier Availability Deployment Tracking - History
Menu
Help
Print
Exit
This page allows the user to add, update or remove Deployment Records. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove existing Deployment Records. Click on the checkbox to add a new Deployment Record.
Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.
SPC DANIEL ZEBRAUSKAS SSN: 910145401 UIC: WK1001 STATUS: AVAILABLE
1 of 1
MRC Code:
Action
Status
Non-Available Status
Non-Available Reason
UIC
Unit Designation
Start Date
End Date
Update
DEP - DEPLOYED
WANLAA
20120908
20130907
Add Non-Availability Record
Submit
Next
Close

Summary

Human Resources Systems Week

eMILPO

For HR support providers, sustainment leaders, and staffs, it is important to understand the HR and sustainment relationship as it relates to supporting and supported roles and responsibilities. Supported organizations include G-1/AGs and brigade and battalion S-1s. Supporting organizations are the HRSC, sustainment brigade expeditionary sustainment command (ESC) HROBs, and HR companies.

Terminal Learning Objective

ACTION: Perform eMILPO Functions

CONDITIONS: In a classroom environment, given access to (FM 1.0) Human Resources Support, (ATP 1-0.01) G-1/AG and S-1 Operations, The Electronic Military Personnel Office Field User's Guide, Version 4.7, access for the eMILPO Training Database and awareness of Operational Environment (OE) variables and actors.

STANDARDS: To meet the standard the student must obtain a score of 80% or higher on a performance- based exam, that includes the following learning activities:

1. Process Personnel Services transactions
2. Process Personnel Accounting transactions
3. Process a Promotion transaction
4. Process a PERSTEMPO transaction
5. Process a Readiness transaction